

REVIEWER REPORT*

ORC DOCUMENT # 2

**OBJECTIVE REVIEW COMMITTEE
INSTRUCTIONS, FORMS AND
CRITERIA FOR REVIEW**

* Primary, Secondary, and Third reviewers use this form.

REVIEWER REPORT

Grantee/Applicant:	Project Area:
Funds Requested: \$	Grant Number:
Project Period Requested: _____ Years	Reviewer:

Instructions

The attached pages include criteria to be used by the Objective Review Committee (ORC) members to determine the adequacy and merit of applications responding applicable Program Announcement/ Federal Register Notice. Please use the format provided for assembling the report. Add pages as needed.

1. Prior to the ORC, complete Review Rating Sheets of this document for each application you read. Do not fill out the Quantitative Review Sheet. You will complete this page after group discussion at the ORC.
2. Written comments should include
 - Brief Overview/Description of the proposed project (**Primary Reviewer Only**)
 - Strengths and Weaknesses of the proposal for each criterion - reviewers may assign a preliminary score to each criterion which may or may not change after discussion
 - Qualitative Assessment of the proposal
3. Be prepared to discuss the proposal in detail with fellow group members at the ORC meeting.
4. At the ORC meeting, after completing group discussion/deliberation on each proposal, the committee will vote to recommend approval or disapproval. At this time you will score **only** those applications recommended for approval. ORC members' Rating Sheets for those applications **not** recommended for approval should be set aside.
5. After discussion and scoring is complete, the Recorder will collect the committee's Reviewer Reports - ORC Document #2, which include the Reviewer Qualitative and Quantitative Rating Sheets. The Recorder will complete the ORC Document #3, Review Summary Report. All Reviewer Reports (ORC Document #2) and the Review Summary

Report (ORC Document #3) will comprise the review packet that is forwarded to the decision-making official.

IMPORTANT: Objective Review Committee proceedings are confidential. Under no circumstances should committee members discuss the review outside of the Review Room.

Reviewer Rating Sheets

Applicant Name _____

Brief Overview/Description of the Project

Instruction: All Reviewers may use this page to record a brief Overview/Description of the proposed project including its overall strengths and weaknesses; however, only the Primary Reviewer is required to lead discussion based on these notes and only the Primary Reviewer's Overview/Description becomes part of the ORC Document #3, Review Summary Report.

Rating Criteria

Include strengths and weaknesses for each criterion.

Within the limits of funds available for these purposes, grants may be awarded for the establishment and operation of those projects which will best promote the purposes of section 1001 of Title X of the Public Health Service Act, taking into account:

Preliminary Score _____
(Optional)

Criteria # 1 - The degree to which the project plan adequately provides for the requirements set forth in the Title X regulations at 42 CFR part 59, subpart A. **(20 points)**

Preliminary Score _____
(Optional)

Criteria # 2 - The extent to which family planning services are needed locally. **(20 points)**

Preliminary Score _____
(Optional)

Criteria # 3 - The adequacy of the applicant's facilities and staff . (20 points)

Preliminary Score_____
(Optional)

Criteria # 4 - The number of patients, and, in particular, the number of low-income patients to be served. **(15 points)**

Preliminary Score _____
(Optional)

Criteria # 5 - The capacity of the applicant to make rapid and effective use of the Federal assistance. **(10 points)**

.

Preliminary Score _____
(Optional)

Criteria # 6 - The relative availability of non-Federal resources within the community to be served and the degree to which those resources are committed to the project. **(10 points)**

Preliminary Score _____
(Optional)

Criteria #7 - The relative need of the applicant. **(5 points)**

Reviewer Qualitative Rating Sheet

Instruction: Based on review of the application, provide overall qualitative assessment of the application at the ORC meeting. All applications will be discussed; however, only those applications recommended for approval by the committee will be given an official **quantitative** rating (numerical score).

Applicant Name: _____

Grant Number: _____

Qualitative Score

- _____ **Excellent** - Proposal addresses all criteria and exceeds expectations. Recommended for approved without modification.
- _____ **Good** - Proposal adequately addresses all criteria. Recommended for approval without major modification.
- _____ **Poor** - Proposal marginally addresses criteria with major gaps in information. Recommendation for approval would require major modification.
- _____ **Unacceptable** - Proposal does not adequately address criteria. Not recommended for approval.

Comments/Recommendations

REVIEWER QUANTITATIVE RATING SHEET

Applicant's Name _____

Instruction: Do not complete this Reviewer Rating Sheet before the meeting. Only those applications which are recommended for approval by the committee will be given an official numerical score.

CRITERIA	TOTAL POINTS POSSIBLE	RATING SCORE
1. The degree to which the project plan adequately provides for the requirements set forth in the Title X regulations.	20	
2. The extent to which family planning services are needed locally.	20	
3. The adequacy of the applicant's facilities and staff.	20	
4. The number of patients, and, in particular the number of low-income patients to be served.	15	
5. The capacity of the applicant to make rapid and effective use of the Federal assistance.	10	
6. The relative availability of non-Federal resources within the community to be served and the degree to which those resources are committed to the project	10	
7. The relative need of the applicant.	5	
TOTAL	100	

Reviewer Signature/Date _____

Check Applicable:

___ Primary Reviewer

___ Secondary Reviewer

___ Third Reviewer

___ Chairperson